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16 NOV 1977

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8 November 1977

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MEMORANDUM FOR THE RECORD

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SUBJECT: Contract [REDACTED] 7015-77
A-E Study of Air Conditioning Facilities, [REDACTED]

4. FILE

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1. On the above mentioned date, a meeting was held at [REDACTED] to discuss certain details of subject contract. Those attending were as follows:

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2. [REDACTED] presented to the A-E copies of present electrical consumption, including technical power and existing heat and lighting loads for the building.
3. After much debate it was agreed that the A-E should use a 25% growth factor to determine total projected loads.
4. The A-E explained the scope of work as he understood it, which agrees with contract requirements. After general discussions with all concerned, it was agreed that before the A-E could proceed with the overall study we need to have answers to the following:
- Will Mech. Equipment Room #21 remain a Mech. Equipment Room or will it be the location of a second MAX enclosure?
 - If Room #21 becomes the location of the second MAX enclosure, a Mech. Equipment Room will be constructed to house all mech. equipment required to support the building complex and also should be the location of the new or relocated boilers?
 - If a building addition is required for additional office space, the addition would be added onto the south east side of Building [REDACTED]. Heating and cooling would be by an air handling unit located in the addition. Mr. [REDACTED] furnished a proposed office layout of the addition. All indications are that the addition will be accomplished with funding this FY.

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Mr. [REDACTED] indicated that he will start necessary paper-work to obtain higher managements stand on item (a) above which is the key to how the A-E should prepare his study.

5. The A-E indicated that they will proceed working with heat load data furnished him today and should have a preliminary work sheet on load data to [REDACTED] in the next week or two.
6. In closing the meeting it was pointed out that the contract completion date is 15 January 1978 and that answers to the above are needed as soon as possible to meet this deadline.

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